

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 03/29/2021		2. CONTRACT NO. (If any) 68HERC20D0016		6. SHIP TO: a. NAME OF CONSIGNEE CAD	
3. ORDER NO. 68HERC21F0072		4. REQUISITION/REFERENCE NO. PR-ORD-20-02443			
5. ISSUING OFFICE (Address correspondence to) CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001				b. STREET ADDRESS US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136	
				c. CITY Cincinnati	e. ZIP CODE 45268-0001
7. TO: Andrew Parker				f. SHIP VIA	
a. NAME OF CONTRACTOR TETRA TECH, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 10306 EATON PL STE 340				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220302201		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OW	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 03/28/2022	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 198549560 TOCOR: Tina Laidlaw Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$50,006.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$50,006.00
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 03/29/2021

23. NAME (Typed)
Keith Pfeffer
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 03/29/2021	CONTRACT NO. 68HERC20D0016	ORDER NO. 68HERC21F0072
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Period of Performance: 03/29/2021 to 03/28/2022</p> <p>Region 8 Diatom Analyses and Metric Development</p> <p>Accounting Info: 20-21-C-26D2000-000FK7XR4-2532-26A5C-2 126D2CR01-001 BFY: 20 EFY: 21 Fund: C Budget Org: 26D2000 Program (PRC): 000FK7XR4 Budget (BOC): 2532 Cost: 26A5C DCN - Line ID: 2126D2CR01-001 Funding Flag: Complete Funded: \$40,512.00</p> <p>Accounting Info: 20-21-C-26D2000-000FK7XR3-2532-26A5C-2 126D2CR01-002 BFY: 20 EFY: 21 Fund: C Budget Org: 26D2000 Program (PRC): 000FK7XR3 Budget (BOC): 2532 Cost: 26A5C DCN - Line ID: 2126D2CR01-002 Funding Flag: Complete Funded: \$676.00</p> <p>Accounting Info: 21-22-C-26D2000-000FK7XR4-2532-26A5C-2 126D2CR01-003 BFY: 21 EFY: 22 Fund: C Budget Org: 26D2000 Program (PRC): 000FK7XR4 Budget (BOC): 2532 Cost: 26A5C DCN - Line ID: 2126D2CR01-003 Funding Flag: Complete Funded: \$8,818.00</p>				50,006.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$50,006.00

SECTION B - Supplies or Services/Prices

B-1 Local Clauses EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION

- (a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line item 0001 is non-severable and thus shall not be incrementally funded. For this item, the total firm-fixed-price of \$50,006.00 is presently available for payment and allotted to this contract.
- (b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.
- (c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 10 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."
- (d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.
- (e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.
- (f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.
- (g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".
- (h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule: N/A – Line Item 0001 is fully funded.

SECTION F - Deliveries or Performance

F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE

The period of performance for line item 0001 of this Task Order period shall be from 3/29/2021 through 3/28/2022, inclusive of all required reports.

SECTION G - Contract Administration Data

G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Tina Laidlaw, 406-457-5016, Laidlaw.Tina@epa.gov (TOCOR)

Sylvia Lee, 202-564-7168, Lee.Sylvia@epa.gov (Alternate TOCOR)

Contracting Officials responsible for administering this contract are as follows:

Keith Pfeffer, 513-487-2034, pfeffer.keith@epa.gov (Contracting Officer)

Ernie Forrest, 513-569-7414, forrest.earnest@epa.gov (Contract Specialist)

**PERFORMANCE WORK STATEMENT
TETRA TECH, INC.
Contract #68HERC20D0016
PR-ORD-20-02443
TO: 68HERC21F0072**

Title: Region 8 Diatom Analysis

EAS Short Title: R8 Diatoms

Period of Performance: 3/29/2021 – 3/28/2022

Task Order COR:

Tina Laidlaw, Ph.D.
U.S. Environmental Protection Agency, Region 8
10 West 15th Street
Helena, MT 59626
406-457-5016 (phone)
laidlaw.tina@epa.gov

Alternate Task Order COR:

Sylvia Lee, Ph.D.
U.S. Environmental Protection Agency Office of Research and Development
Center for Public Health and Environmental Assessment (8623R) 1200 Pennsylvania Ave NW
Washington, DC 20640
202-564-7168 (phone)
lee.sylvia@epa.gov

Introduction:

The United States Environmental Protection Agency's Center for Public Health and Environmental Assessment (CPHEA) has been providing technical support to the Office of Water, Regions, and states on diatom-based bioassessment. Region 8 has several states interested in using diatom data to support development of biological criteria and numeric nutrient criteria for rivers and streams. To do so, the states require technical assistance to characterize diatom stressor-response relationships by linking diatom taxa with autecological traits and to test available diatom metrics for nutrients and other stressors. A comprehensive database of traits of diatoms from North America is available from the University of Colorado - Boulder INSTAAR and these traits are used in an upcoming publication (Carlisle et al., Attachment 1) to develop metrics for assessing biological condition. Carlisle et al. use national-scale data and an improved method for selecting component metrics for a multi-metric index (MMI, a quantitative tool for assessing biological condition) that is robust to taxonomic inconsistency, resistant to variation due to natural gradients, and informs sensitivity to specific stressors (e.g., nutrients, pesticides, salinity).

Wyoming Department of Environmental Quality (DEQ) has diatom data from nearly 700 river periphyton samples collected during 2007 to 2018. Wyoming DEQ's data provide an opportunity to apply these metrics to a state-level, independent dataset.

The primary objective of this task order is to take diatom-based metrics that have been developed by Carlisle et al. (see Attachment 1) using national-scale data and apply the regional-scale metrics to state-level data from Wyoming DEQ. The Carlisle et al. manuscript is a collaborative effort by key scientists doing research to support the future directions of national biomonitoring programs in the EPA and US Geological Survey. Extensions of this research would assist smaller biomonitoring programs, such as that run by the state of Wyoming. The task order will contribute to Wyoming DEQ efforts to develop diatom-based tools that support the development of the state's numeric nutrient criteria and support for the state's bioassessment of streams and rivers. The success of this effort will be based on 1) the ability of EPA and Wyoming DEQ personnel to understand the analyses as described in Task 3 and 2) completion of a report and other materials that report the research details.

Objective:

The contractor shall provide technical support to address all tasks and subtasks as applied in this task order. The specific activities under these tasks will be provided via written technical direction by the TOCOR. The following sections present tasks (and subtasks) to be completed during the Base Period:

- Data preparation, statistical analyses, model development and application, and drafting of a report that evaluates the performance of metrics using Wyoming DEQ's diatom data (Task 3)

Task 1. Establish communication with the TOCOR and develop a QAPP

Within three (3) weeks of the TO award, the Contractor shall schedule a kick-off call with the TOCOR and appropriate contractor staff to discuss the TO, clarify any initial questions about tasks and deliverables, and confirm the schedule. All work conducted under this TO shall be performed pursuant to an EPA approved Quality Assurance Project Plan (QAPP) developed by the Contractor and approved by the TOCOR and QA manager. The QAPP outlines the approach and measures the Contractor shall implement to ensure a high standard of quality in the deliverables. The QAPP shall be in conformance with EPA's Requirements for Quality Assurance Project Plans ([EPA QA/R-5](#)). The contractor shall not initiate tasks related to any items needing QA review until the TOCOR furnishes, in writing, a notice that the QAPP for the current period has been approved by both the EPA TOCOR and QA Manager.

The draft QAPP with QA Track ID: L-HEEAD-0032873-QP-1-0 shall be delivered as a .docx file and the final QAPP shall be delivered as a .docx file and PDF file.

SubTask 1.1: Draft QAPP

A draft QAPP submitted to the TOCOR and QA Manager for review. Due three (3) weeks after Task Order award.

SubTask 1.2: Final QAPP

The Contractor shall address comments on the draft QAPP and submit the final QAPP document to the EPA TOCOR and Participating States. Due 1 week after receiving comments from the deliverable in SubTask 1.1.

Task 1. Deliverables

Task	SubTask	Deliverable	Due
1	1.1	Draft QAPP submitted to the EPA TOCOR and QA Manager for review.	Due 3 weeks after task order award
1	1.2	A final QAPP submitted to the EPA TOCOR for approval.	Due 1 week after receiving comments on Deliverable 1.1

Task 2: Communication, Prepare Monthly Progress and Financial Reports, Coordination and Notification

SubTask 2.1: Communication/Kickoff Call

The Contractor shall contact the TOCOR and schedule a kickoff project meeting. Close communication between the Contractor, TOCOR, EPA ORD and State of Wyoming will be a priority throughout the project.

SubTask 2.2: Communication and development of a regular reporting schedule

The Contractor shall establish communication with the TOCOR and develop a regular reporting schedule on a monthly basis, scheduled throughout the period of the task order.

SubTask 2.3: Monthly Progress and Financial Reports

Submit and prepare monthly progress and financial reports in accordance with the QAPP from Task 1. The monthly progress report shall include project status, expenditures to date, unexpected problems or concerns, corrective actions, lessons learned, QA/QC activities, and next steps.

SubTask 2.4: Coordination and notification

This task requires coordination with other organizations and therefore it is particularly important that the Contractor shall notify the TOCOR of issues, problems, questions, or delays as soon as they become apparent or if they are anticipated.

Task 2. Deliverables

Task	SubTask	Deliverable	Due
2	2.1	Communication/Kick-off call	Within 5 business days of task order award
2	2.2	Regular reporting schedule	Per written technical direction by the TOCOR
2	2.3	Progress and financial reports	Per contract requirements
2	2.4	Coordination and notifications	Notify TOCOR immediately upon knowledge of incident

Task 3: Prepare Data, Perform Statistical Analyses, and Draft Report

SubTask 3.1: Data preparation and data processing

The TOCOR will provide the Contractor with diatom data from Wyoming DEQ, which has about 700 samples collected from 2007-2018. The TOCOR will also provide water chemistry

data from Wyoming DEQ. The water chemistry data includes total phosphorus, total nitrogen, and up to 10 additional variables. The Contractor shall use the open source program R to prepare data and document with R code the procedures used to process the dataset. The Contractor shall use ordinations to document patterns in the dataset explained by analyst (if more than 1), year of sampling, and the water chemistry variables. With technical collaboration with the TOCOR, the Contractor shall apply methods from Lee et al. 2019 to update diatom taxonomy to conform with nomenclature in BioData and minimize potential variation in the data that may obscure diatom responses to water chemistry. The Contractor shall prepare a synonym table linking the original taxonomy with the updated taxonomy.

If sufficient funding is available, the Contractor will also review and prepare data from 1 additional state in Region 8.

SubTask 3.2: Classification analysis

The Contractor shall perform site classification to identify natural gradients in biological responses that introduce variability (noise) into the model that can confound the effect of human impacts on diatom response (signal). The Contractor shall examine differences in diatom composition and other factors, such as catchment area, season, and canopy cover for their effects on diatom composition among least degraded sites. The Contractor may use multivariate methods, such as non-metric multidimensional scaling, to examine structure in diatom assemblages across the sampling frame associated with natural gradients that may inform classification. The goal is to identify classes of sites that require development of different sets of metrics, if more than one class is identified. Site classes with limited samples might be excluded from index development.

SubTask 3.3: Component metric performance analysis

Using the state dataset, the Contractor shall apply stressor-response models and statistical methods from the Carlisle et al. manuscript to examine the performance of component metrics which may be selected for a multi-metric index (MMI, a quantitative tool for assessing biological condition). The Contractor shall use statistical analyses to evaluate metrics based on performance (how well metrics distinguish least disturbed sites from disturbed sites) and sensitivity to specific stressors (e.g., nutrients, pesticides, salinity). This metric evaluation approach is detailed in the Carlisle et al. manuscript. To address Wyoming's specific interest in nutrient pollution, the Contractor shall examine the metric scores nutrient-sensitive metrics at sites determined "degraded" by diatom indicators relative to the distribution of the metric scores among reference sites.

SubTask 3.4: Draft report with description of methods, datasets, and all output results

The Contractor shall draft a report and supplemental materials that report detailed methods and results of the analyses. The draft report may include interim recommendations on component metrics for potential inclusion into an MMI for the state. Using the recommended component metrics, the Contractor shall standardize the metrics to the same scale and combine the metrics to form an MMI. The Contractor shall document the interim results in a Word file and provide a presentation (e.g., PowerPoint slides) to the TOCOR. Supplemental materials should include datasets, summary tables, and R code.

Task 3 Deliverables

Task	SubTask	Deliverable	Due
3	3.1	Data preparation, description of methods and R code, and revised diatom dataset with synonym table	Within 20 business days of starting Task 3.
3	3.2a	Interim results of classification analysis.	Within 20 business days after completion of deliverable 3.1
	3.2b	Result of classification analysis.	Within 10 business days after receiving comments from TOCOR on deliverable 3.2a
	3.3a	Interim results of component metric performance analysis.	Within 20 business days after completion of deliverable 3.2b
3	3.3b	Results of component metric performance and sensitivity analysis	Within 10 business days after receiving comments from TOCOR on deliverable 3.3a
3	3.4	Draft report with description of methods, results, and supplemental materials	Within 20 business days after receiving final comments from TOCOR on deliverable 3.3b

Acceptance Criteria:

The Contractor shall prepare high quality deliverables. Deliverables shall be edited for grammar, spelling, and logic flow. The technical information shall be reasonably complete and presented in a logical, readable manner. Figures submitted shall be of high quality, similar to those in presentations developed for national scientific meetings and should be formatted as jpeg or png files. Citation library deliverables shall be compatible with EndNote X7. Spreadsheet and report deliverables shall be compatible with Microsoft Office 365. Text files related to R code shall be compatible with R 4.0 and R Studio 1.1.

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

TETRA TECH, INC.
Contract 68HERC20D0016
Task Order 68HERC21F0072

Title: Region 8 Diatom Analysis

Purpose: The requirements performed under this contract are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The TOCOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Contract Level Contracting Officer's Representative (CL-COR) in preparing the overall evaluations submitted annually in response to the CPE requirements in the contract. The TOCOR for each individual task order will provide the review of the deliverables at the location specified in the identified task order.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: The Contractor shall maintain contact with the EPA Contracting Officer (CO), Contracting Officer's Representative (COR), and Task Order COR (TOCOR) throughout performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA TOCOR. In cases where issues have a direct impact on project schedules and/or cost, the Contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	Any issues that impact project schedules and/or cost shall be brought to the attention of the appropriate EPA TOCOR within 3 business days of occurrence.	100% of active task orders under the contract will be reviewed by the EPA TOCOR monthly (via Monthly Progress Report) to identify unreported issues. The EPA TOCOR will report any issues to the EPA COR, who will bring the issue(s) to the Contractor's attention through the EPA CO.	Unsatisfactory rating under the category of Business Relations in the Contractors Performance Appraisal Review System (CPARS) if two or more incidents occur during an applicable period of performance when the Contractor does not meet the measurable performance standards. Fewer than two incidents per contract period where the contractor does not meet the measurable performance standard will be considered satisfactory performance and will be reported as

			such in the CPARS Performance Evaluation System under the category of Business Relations.
<p>Timeliness:</p> <p>Services and deliverables shall be in accordance with schedules stated in each task orders, unless amended or modified by an approved EPA action.</p>	<p>During any period of performance, 90% of all submitted deliverables shall be submitted no later than one business day past the due date.</p>	<p>100% of active task orders under the contract will be reviewed by the EPA TOCOR monthly (via Monthly Progress Report & milestones established for each deliverable) to compare actual delivery dates against the approved delivery dates. The EPA TOCOR will report any issues to the EPA COR, who will bring the issue(s) to the Contractor's attention through the EPA CO.</p>	<p>Unsatisfactory rating under the category of Timeliness in the CPARS when the Contractor does not meet the measurable performance standards during an applicable period of performance.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Timeliness if the contractor meets the measurable performance standards.</p>
<p>Cost Management and Control:</p> <p>The Contractor shall monitor, track and accurately report level-of-effort, labor cost, and other direct cost to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate timekeeping.</p>	<p>The Contractor shall manage costs to the level of the approved ceiling on the task orders. The Contractor shall notify the EPA TOCOR/COR when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA COR will routinely meet with the Contractor's Project Manager to discuss the work progress, and the contract and individual task order expenditures. The EPA COR shall review the Contractor's Monthly Progress Reports and request the TOCOR's verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Unsatisfactory rating under the category of Cost Control in the CPARS when the Contractor does not meet the measurable performance standards during an applicable period of performance.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measurable performance standards and accurately reports the costs in the progress reports according to the requirements in the "Reports of Work"</p>

			attachment to the Contract.
<p>Technical Effort:</p> <p>The analyses or products developed by the Contractor shall be factual, defensible, and based on sound science and engineering. All data shall be collected from reputable sources; quality assurance measures shall be conducted in accordance with contract and Agency requirements, and any additional requirements outlined in individual task orders or technical directives. Any work requiring the Contractor to provide options or recommendations shall include the rationale used in selecting the option/ recommendation and all other options and recommendations considered.</p>	<p>All (100%) analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the TOCOR in written technical direction, and should meet the objectives stated in the task order. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p>	<p>EPA will review all analyses conducted and products prepared by the Contractor and will independently consider their merit. EPA may opt to peer review analyses to further validate their merit.</p>	<p>Unsatisfactory rating under the category of Quality of Product or Service in the CPARS when the Contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Quality of Product or Service if the contractor meets the measurable performance standards.</p>

<p>Quality Assurance/Quality Control (QA/QC):</p> <p>The Contractor shall comply with the quality assurance requirements specified in EPA Requirements for Quality Assurance Project Plans (http://www.epa.gov/quality/qs-docs/r5-final.pdf) and as required by the EPA TOCOR. The Contractor shall assign appropriately leveled and skilled technical and quality assurance personnel to develop a Quality Assurance Project Plan (QAPP) for all tasks requiring collection or use of environmental data.</p> <p>The QAPP shall be developed in consultation with the EPA TOCOR, and fully approved by the appropriate EPA personnel, before initiation of activities involving environmental data collection or use.</p> <p>Any change in the planned environmental data activities that become necessary during the course of the project shall be fully documented in approved revised versions of the QAPP prior to their implementation.</p>	<p>The Contractor shall notify the EPA TOCOR of any issues that impact project quality within 3 business days of occurrence.</p> <p>The Contractor shall notify the EPA TOCOR and COR within 5 business days of occurrence of any requests to collect or use environmental data without an EPA-approved QAPP.</p> <p>The Contractor shall document all QA/QC activities, including compliance with the quality objectives specified in the QAPP, in Monthly Progress Reports.</p>	<p>100% of active task orders under the contract will be reviewed by the EPA TOCOR monthly (via Monthly Progress Report) to assess contractor compliance with the approved QAPP, and to identify unreported issues related to project quality and requests to collect or use environmental data without an EPA-approved QAPP. The EPA TOCOR will report any issues to the EPA QAO and COR, who will bring the issue(s) to the Contractor's attention through the EPA CO for immediate resolution.</p>	<p>Unsatisfactory rating under the category of Quality Assurance/Quality Control in the CPARS if more than three incidents occur during an applicable period of performance when the Contractor does not meet the measurable performance standards.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Quality Assurance/Quality Control if the contractor meets the measurable performance standards.</p>
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